



ISIS HR Quick Tips

February 26, 2009

No. 36

Upcoming Civil Service Data Integrity Training in Baton Rouge and Bossier City

*In order to assist agencies, we are planning Civil Service
Data Integrity Training in Baton Rouge and Bossier City.*

All classes provided by the Data Integrity Unit are scheduled through the ISIS HR Learning Solution (LSO) module available through Louisiana Employees Online (LEO). See [ISIS HR Quick Tips 34](#) for information on how to schedule classes.

Employees who have attended training in the past may find it helpful to schedule training again to learn how the recent addition of Civil Service Rule Chapters 22, 23 & 24 will impact data entry in the ISIS HR system.

BATON ROUGE:

Monday, March 2, 2009 and Wednesday, March 11, 2009

9:00 am – 11:30 am & 1:00 pm – 3:30 pm

ISIS HR Entry Guidelines ([Course Description](#))

Louisiana Technology Park

Tuesday, March 17, 2009

9:00 am – 11:30 am

Data Integrity In-Depth ([Course Description](#))

Louisiana Technology Park

Tuesday, March 17, 2009

1:00 pm – 3:30 pm

Civil Service Requirements for Organizational Management ([Course Description](#))

Louisiana Technology Park

BOSSIER CITY

Thursday, April 2, 2009

9:00 am – 11:30 am

ISIS HR Entry Guidelines

Bossier Parish Community College

Thursday, April 2, 2009

1:00 pm – 3:30 pm

Data Integrity In-Depth

Bossier Parish Community College

Friday, April 3, 2009

9:00 am – 11:30 am

Civil Service Requirements for Organizational Management

Bossier Parish Community College

Please note that this training does not cover technical ISIS HR entry. However, it provides agencies with the necessary resources to make accurate and complete entry for Civil Service employee and position information that must be stored in the system.

Employees that do not have access to ISIS HR LEO and LSO can e-mail Lanee Brown at Lanee.Brown@la.gov requesting registration for a class. The e-mail should include the employee's name, personnel number, e-mail address, date and time of the course and course name. Classes will be filled on a first come, first served basis.

Questions? Call the HRIS Program Consultant at (225) 219-9439